

Vacancy Announcement for the United States Court Western District of Missouri



Position: Network/Systems Administrator
Location: Kansas City, Missouri
Vacancy #: DK042716-3
Salary Range: CL 28 (\$58,866 - \$92,450) or
CL 29 (\$67,620 - \$109,936)
(based on experience and qualifications)
Opening Date: April 27, 2016
Closing Date: May 18, 2016

Overview:

The United States Court for the Western District of Missouri is seeking a **Network/Systems Administrator**. The person holding this position will be located in Kansas City, Missouri office. The Western District is a fully consolidated court (Bankruptcy, District, Probation and Pretrial) comprised of three divisional offices and approximately 275 total employees. Employees from other Districts that are willing to relocate are welcome to apply, and all applicants should visit www.mow.uscourts.gov for general information about the Western District (WDMO).

Position Description:

The Network/Systems Administrator position is primarily responsible for ensuring the availability of the Court's network and server systems. The Western District's computing environment includes the following technologies:

- VMware/Citrix virtual servers;
- Microsoft SQL Server;
- Microsoft Active Directory;
- Netapp FAS 2500 series SAN/NAS.
- Cisco networking

A team of four system administrators manages these systems.

Primary Duties :

The Network/System Administrator will report to the IT Director, while performing the following duties:

- Planning and deploying physical and virtual servers, and designing and maintaining desktop systems, ensuring that all Western District systems smoothly integrate with relevant judiciary and external systems.
- Maintaining, updating and configuring all IT infrastructure systems (VMware/Citrix

- environment, NetApp, Cisco network equipment) and equipment.
- Assessing, testing, and deploying patches and updates to protect the security of virtual servers and desktops.
- Storage configuration, management, setup and tuning in a NetApp environment.
- Database configuration, management, setup and tuning in a SQLServer clustered environment.
- Performing Microsoft Active Directory administration, including the creation and maintenance of Group Policy Objects, and using Microsoft, Citrix administration tools to control the user environment.
- Responding to support calls and assignment while providing expert level elevated support. This support will include resolving unusually tough problems that have been referred or escalated by help desk personnel.
- Maintaining contact with other information technology court personnel at different locations and levels for the purpose of keeping abreast of developments, techniques, and user programs.
- On occasion, testing, configuring, installing, troubleshooting and repairing end-user computing devices.

Requirements:

The Court seeks an individual who possesses a “can do” attitude with excellent oral and written communications skills and a commitment to customer service. The successful candidate must possess the ability to effectively troubleshoot technical problems, manage multiple projects simultaneously, and have a broad understanding of various technologies and principles. He or she will be expected to maintain a courteous and professional demeanor while working in challenging circumstances.

More specifically, the Court is seeking candidates who **meet** the following criteria:

- Four or more years of systems administration experience working in a virtualized environment (VMWare, XenServer, or Hyper-V);
- Four or more years of systems administration experience with in-depth knowledge of Windows server OS **AND** SQLServer (Windows Server Administration, Active Directory, Distributed File System, group policy, database administration);
- Experience and working knowledge of NetApp and storage management;
- Substantial knowledge of network server installation, configuration, maintenance and troubleshooting; and
- Knowledge of operational and procedural aspects of computer systems, hardware, software and peripheral equipment.

Preferred Qualifications/Experience:

- Bachelor degree preferably in a computer-related field
- Microsoft, VMware, CITRIX, NetApp and/or Cisco certifications
- Experience with Cisco network switch management.

Conditions of Employment

Selectee must pass a background check and be a United States citizen or meet appropriations act citizenship requirements for federal employment. (For non-U.S. citizens, please visit:

https://help.usajobs.gov/index.php/Employment_of_Non-citizens

Court employees must adhere to all Judicial Conference regulations, must follow the policies outlines in the Guide to Judicial Policy, and are bound by the ethical standards established by the Chief Judge and the Code of Conduct for Judicial Employees. The United States District and Bankruptcy Courts and Probation and Pretrial Services Office are part of the federal judiciary.

Benefits

The following benefits are available for this position:

- 10 Paid Holidays each calendar year
- Annual and Sick Leave
- Insurance Plans: Health, Dental, Vision, Life, Long-Term Care, Long-Term Disability and Flexible Spending Accounts.
- Thrift Savings Plan (401k) (with up to 5% employer matching contributions)

Application Procedure

Qualified applicants **must submit all the documents** or they will not be considered:

- A cover letter;
- Your detailed resume,
- Completed AO-78 Application for Judicial Branch Federal Employment (<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>); and
- Contact information for three professional references

Materials should be submitted no later than 5:00pm CDT on May 18, 2016 to:

Michele Nelson, WDMO
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO 64106
Email: Michele_Nelson@mow.uscourts.gov

As a condition of employment, the selected candidate will be subject to an FBI background check. Employment will be considered provisional until the FBI background check is completed. The court is not authorized to reimburse expenses for relocation. Only those candidates selected for an interview will be contacted. The court reserves the right to modify the conditions of this job announcement. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.